

**CAPPS HR/Payroll  
2022 Calendar Year-End Checklist**

Task	Responsible Party	Description	Due Date	Comments
<b>Calendar Year End (CYE) Service Request (SR)</b>	<i>CAPPS Production Support</i>	CAPPS Production Support to open a Calendar Year-End Service Request (CYE SR) in the ASP Solution Center for each agency.	11/6/2022	The CYE SR will be used for all calendar year-end communication and documentation.
<b>Error Listing Report (TAX900)</b>	<i>Joint</i>	CAPPS Production Support to provide report to agency via the CYE SR, <u>only</u> if applicable. Agency to review and reconcile any amounts that are out of balance.	11/6/2022	Any out of balances that require payroll processing should be completed in November 2022 on or Off Cycle payrolls.
<b>Load SECC File</b>	<i>CAPPS Production Support</i>	CAPPS Production Support team to load the SECC file the week of 11/28/2022.	12/2/2022	Errors can be viewed online from the SECC Inbound File Results by navigating to the CAPPS NavBar, Menu, CAPPS Interfaces, Benefits, Inquire, SECC Inbound File Results.
<b>Benefit Replacement Pay (BRP) Open Election Period</b>	<i>Agency</i>	Open election period for eligible employees to select BRP leveling or non-leveling option for calendar year 2023.	12/2/2022 5 p.m.	Eligible employees can select their BRP leveling or non-leveling option for calendar year 2023 by accessing the BRP election menu option in Employee Self-Service. Open BRP election period runs from 8 a.m. on 11/21/2022 to 5 p.m. on 12/2/2022.
<b>Agency Contact Information Verification for W-2/ACA</b>	<i>Agency</i>	Agency to validate W-2 Information and RE Record Values via the W-2 Company Data page ( <i>Navigation: Navigator, Payroll for North America, U.S. Annual Processing, Define Annual Tax Reporting, W-2 Company Data</i> ). Agency to validate ACA Information via the ACA Contact Information page: >Payroll for North America > U.S. Annual Processing >ACA Annual Processing >Manage Agency Contact Info.	12/16/2022	Agencies can make these updates using the CAPPS navigation provided. Appropriate security role is required for this navigation.
<b>W-2 Online Consent</b>	<i>Agency</i>	Employees can provide consent to receive online electronic W-2s in lieu of a paper form. ( <i>Navigation: Employee Self Service, My Pay, W-2/W-2c Consent</i> ).	12/31/2022	Recommended deadline is 12/31.
<b>1095-C Online Consent</b>	<i>Agency</i>	Employees can provide consent to receive online electronic 1095-Cs in lieu of a paper form. ( <i>Navigation: Employee Self Service, My Pay, Form 1095-C consent</i> ).	12/31/2022	Recommended deadline is 12/31.
<b>Employee Address Verification</b>	<i>Agency</i>	Communicate to employees the need to ensure their mailing address is up-to-date in CAPPS ( <i>Navigation: Employee Self Service, My Profile, Edit Mailing Address</i> ).	12/31/2022	This should be in progress. The accuracy of the data helps to reduce the number of returned W-2s and 1095-C Forms. Recommended deadline is 12/31.
<b>Prior Year Return Monies</b>	<i>Agency</i>	Payroll officers to confirm whether 2022 Return Monies still need to be processed.	Agency Specific	If December On-Cycle has been processed, which closes the November pay period, see the Special Pay Calendar task. Agencies need to request a special pay calendar via the CYE SR in the ASP Solution Center.
<b>Special Pay Calendar</b>	<i>CAPPS Production Support</i>	If prior year return monies are identified and need to be processed after the December On-Cycle has run, create a special pay calendar.	Agency Specific	The due date should be prior to the Agency submitting authorization to print W-2s.
<b>December On Cycle Payroll</b>	<i>Agency</i>	Please hold on processing the December On-Cycle payroll until the 2023 Tax Withholding rates and SECC file are loaded, and errors addressed. Formal email notification will be sent to Agency Level 1 staff when tax updates are completed.	TBD	Dependent on IRS' release of new 2023 Tax Withholding Rates and the SECC file load.
<b>Identify Deceased Employees</b>	<i>Joint</i>	CAPPS Production Support to provide a report of Deceased Employees in the CYE SR, if applicable. Agency to review and confirm the list, and issue 1099s where appropriate. CAPPS Production Support to remove W-2/1095C consent from ESS.	1/3/2023	
<b>Run Quarterly 941 Report</b>	<i>Agency</i>	Validate CAPPS fourth quarter 941 reports.	1/3/2023	
<b>Run Preliminary W-2s</b>	<i>CAPPS Production Support</i>	CAPPS Production Support to provide preliminary W-2 totals to the agency via the CYE SR.	1/6/2023	Agency should use this report to reconcile with the <i>YE Data Audit Report (TAX910AU)</i> & 941 quarterly totals.
<b>YE Data Audit Report (TAX910AU)</b>	<i>CAPPS Production Support</i>	CAPPS Production Support to provide report to the agency via the CYE SR.	1/6/2023	Agency should use this report to reconcile with 941 quarterly totals.

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<b>W-2 Approval</b>	<i>Agency</i>	Submit the CAPPS Calendar Year-End Authorization form via the CYE SR in ASP to request printing of W-2s.	1/13/2023	Approval form will be attached to CYE SR in ASP Solution Center once agency has validated year-end data.
<b>Make FINAL W-2 forms available in CAPPS (ESS) and send email notification if applicable</b>	<i>CAPPS Production Support</i>	CAPPS Production Support to run and make available final W-2s and send email notification, if requested.	1/13/2023	
<b>Pick-up W-2 and 1095-C forms.</b>	<i>Agency</i>	Determine who will pick-up the W-2 and 1095-C Forms. Any exception to the regular warrant pickup process must be communicated to CAPPS Production Support in advance. W-2 and 1095-C Forms will be available via the warrant pickup window located at:  LBJ State Office Building 111 East 17 <sup>th</sup> Street Austin, Texas.	1/20/2023	For agencies located outside of Austin, CAPPS Production staff will mail W-2 and 1095-C forms to the agency per the handling instructions provided on the Calendar Year-End Authorization form.
<b>Run TAX915-W3/W-3SS Transmittal Totals</b>	<i>CAPPS Production Support</i>	CAPPS Production Support to provide report of totals transmitted to SSA on agency's behalf.	1/31/2023	
<b>E-file 1095 transmittal</b>	<i>CAPPS Production Support</i>	CAPPS Production Support to provide report of totals transmitted to IRS on agency's behalf.	3/31/2023	